



2039994

CHECKLIST FOR ANALYTICAL DATA PACKAGES

Reviewed by: Adrian Bradley
 Date Reviewed: 10-21-99

Lab Job No.: 992695

Component	Present & Legible (check or mark NA)		Date Original or Legible Replacement Requested	Date Legible Copy Received	Comments
	Arsenic	Lead			
Signed cover page with Lab Name, Address & Contact Name	✓				
Copies of nonconformance/corrective action forms, as applicable	NA				
Copies of sample receipt notices					
Internal sample tracking documents	missing				
Page numbers provided in data package and all numbered pages are present	missing				
Copies of all chain-of-custody forms (See COC checklist)	✓				
Results for each parameter (arsenic, lead and digestion), including dilutions and reanalysis	✓				
Field ID (Customer sample ID)	✓				
EPA method name/number	✓				
Units of measure	✓				
Laboratory sample ID	✓				
Reporting limit (Practical Quantitation Limit)	✓				
Method Detection Limit					
Date of analysis	✓				
Date/Time of sample receipt	✓				
Date/Time sampled	✓				
Dilution Factor	✓				
Matrix type	✓				
Laboratory technician's initials	✓				
QA/QC Summaries					
Initial calibration verifications (1 per batch)	✓				
Continuing calibration verifications (1 per 10 samples)	✓				
Initial calibration blanks	✓				

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Continuing calibration blanks	✓				
Method blanks	✓				
Instrument blanks (may not be present and OK)					
Interference check samples (ISA/ISB)					
Matrix spikes (1 per 20 investigative samples)	✓				
Post-digestion spikes (may not be present and OK)	✓				
Method duplicate samples					
Laboratory control samples (1 per 20 samples or 1 per batch)	✓				
Method of standard additions (GFAA only)					
Serial dilution (1 per analysis batch)					
Sequential measurement readout records for ICP for every investigative sample					
Initial calibration (3 standards and a blank)					
Sequential measurement readout records for ICP for :					
Initial calibration verifications (1 per batch)	✓				
Continuing calibration verifications (1 per 10 samples)	✓				
Initial calibration blanks	✓				
Continuing calibration blanks	✓				
Method blanks	✓				
Instrument blanks					
Interference check samples (ISA/ISB)					
Matrix spikes (1 per 20 investigative samples)	✓				
Post-digestion spikes	✓				
Method duplicate samples					
Laboratory control samples (1 per 20 samples or 1 per batch)	✓				
Method of standard additions (GFAA only)					
Interelement Correction Factors					
Serial dilution					
Other Raw Data					
Sample digestion and preparation logs	missing				
Instrument analysis logs for each instrument used					
Standards preparation logs, including initial and final concentrations	missing				